Working for NHS Lothian
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1:</td>
<td>Introduction to Appointment</td>
</tr>
<tr>
<td>Section 2:</td>
<td>Person Specification</td>
</tr>
<tr>
<td>Section 3:</td>
<td>Job Description</td>
</tr>
<tr>
<td>Section 4:</td>
<td>NHS Lothian Values</td>
</tr>
<tr>
<td>Section 5:</td>
<td>General Information for Candidates</td>
</tr>
<tr>
<td>Section 6:</td>
<td>Working in Edinburgh and the Lothians</td>
</tr>
<tr>
<td>Section 7:</td>
<td>Workplace Equality Monitoring</td>
</tr>
<tr>
<td>Section 8:</td>
<td>Equal Opportunities Policy Statement</td>
</tr>
<tr>
<td>Section 9:</td>
<td>Code of Conduct for Healthcare Support Workers</td>
</tr>
</tbody>
</table>

http://careers.nhslothian.scot.nhs.uk
Section 1: Introduction to Appointment

Reference Number: NHSL/2017/0633
Job Title: Field Technician/Orthoptic Assistant
Grade: Band 3
Location: Princess Alexandra Eye Pavilion, Edinburgh
Contract Duration: Permanent
Hours: 37.5 per week
Closing Date: 25th September 2017
Salary Scale: £17,760 - £20,727 per annum

Apply on-line www.jobs.scot.nhs.uk

**Please note – the e-mail address you provide on the application form will be used to communicate any further correspondence relating to this vacancy so please check your TRASH and SPAM folders**

This post requires the post holder to have a PVG Scheme membership/record. If the post holder is not a current PVG member for the required regulatory group (i.e. child and/or adult) then an application will need to be made to Disclosure Scotland and deemed satisfactory before they can begin in post.

You will be based at the Princess Alexandra Eye Pavilion in central Edinburgh and join a team of 7 field technician/orthoptic assistants. Your role will mainly involve undertaking visual field assessments using a variety of dedicated equipment for the adult glaucoma services that requires good hand eye co-ordination.

A working knowledge of vision tests and previous experience of working in an eye health setting would be advantageous. You should demonstrate skills in engaging with people and have excellent communication and interpersonal skills. Training in all aspects of the role using departmental competency based procedures and protocols under the guidance of the Orthoptists will be arranged once the successful applicant is in post.

Informal enquires to Vicky Laidlaw, Lead Orthoptist, Princess Alexandra Eye Pavilion 0131 5363765 or 01506 524284

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## Section 2: Person Specification

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td><strong>1. ATTAINMENTS</strong></td>
<td><strong>Completion of in-house training in visual fields/visual assessments</strong>&lt;br&gt;<strong>Optical training qualification</strong></td>
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<tr>
<td>• SVQ3 in science based subject or equivalent acquired through experience in health care</td>
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<tr>
<td><strong>2. SKILLS</strong></td>
<td><strong>Visual fields/visual assessments/eye pressures</strong>&lt;br&gt;<strong>Evidence of ability to organise own workload and show initiative</strong></td>
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<tr>
<td>• Good Communication and interpersonal skills&lt;br&gt;• Good organisational and time management skills&lt;br&gt;• Good hand eye coordination</td>
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<td><strong>3. DISPOSITION</strong></td>
<td><strong>An interest in people and patients</strong></td>
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<tr>
<td>• Flexibility&lt;br&gt;• Willingness to learn&lt;br&gt;• Team worker&lt;br&gt;• Well organised</td>
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<tr>
<td><strong>4. EXPERIENCE</strong></td>
<td><strong>Previous experience of testing visual fields</strong></td>
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<tr>
<td>• Previous experience of working within eye care related service&lt;br&gt;• Previous working/knowledge of NHS</td>
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1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Field Technician/Orthoptic Assistant</th>
</tr>
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<tr>
<td>Responsible to:</td>
<td>Orthoptist</td>
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<tr>
<td>Department(s):</td>
<td>Orthoptics</td>
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<tr>
<td>Directorate:</td>
<td>West Lothian CHCP</td>
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<tr>
<td>Operating Division:</td>
<td>University Hospital Division</td>
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<tr>
<td>Job Reference:</td>
<td>NHSL/2017/0633</td>
</tr>
<tr>
<td>No of Job Holders:</td>
<td>7</td>
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<tr>
<td>Last Update:</td>
<td>August 2017</td>
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</tbody>
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2. JOB PURPOSE

The Field technician/Orthoptic Assistant is required to perform automated and manual visual field tests and accurately measure visual acuity on patients and unsupervised following procedures and protocols (agreed by the Orthoptic Service), but under the guidance of qualified Orthoptists. Accountable to the Lead Orthoptist (managerially, professionally and reporting)

To participate in the planning and delivery of the Orthoptics service across NHS Lothian including the pre-school vision screening programme

3. DIMENSIONS

There are 7 field technical officers (glaucoma) within the Princess Alexandra Eye Pavilion with some staff also participating in the pre-school orthoptic vision screening service. The field service sees an average of 10,000 patients annually and orthoptic assistants involved in delivery along with the orthoptists of the Lothian pre-school orthoptic screening programme to 9,800 pre-school children supported by orthoptic screening administrator.

Referrals for fields come mainly from Consultant Ophthalmologist (Glaucoma) with a smaller proportion from the other Consultants, including Neuro-Ophthalmologists. The average age of patients seen is 75 years with only 5% under 40 years.

Supports orthoptic services and involvement/competency based vision testing in children for the orthoptic led pre-school vision screening programme for all pre-school children across Lothian according to National and local guidelines
4. ORGANISATIONAL POSITION

Lead Orthoptist

Specialist Orthoptists

Orthoptists

PAEP Orthoptic assistants

This post

5. ROLE OF DEPARTMENT

NHS Lothian Orthoptics Dept is responsible for seeing an average of 11000 patients annually. These patients are seen at the main base at the Eye Pavilion and at other acute sites including Western General Hospital and Royal Hospital for Sick Children, St John’s Hospital, community treatment centres and health centres.

LOOP (Lothian Orthoptic Optometry Partnership) is a local scheme enabling new paediatric patients with no suspected pathology to be seen by hospital orthoptist and optometrist for their initial visit in the hospital eliminating the need for an appointment with an ophthalmologist. Orthoptist and Optometrist have joint clinical decision making, treatment and management of these patients as part of multidisciplinary working.

Key responsibilities of the service are:

- Provision of a distinct, specialised orthoptic service as an integral part of the ophthalmic patient’s investigation. To provide expert advice on diagnosis, treatment and management in the areas of extra ocular muscle imbalance, binocular vision, visual function, amblyopia and neurological visual field assessment.

- To work in partnership with other clinical specialists to provide expert knowledge in order to give the most effective care to all patients

- Certified clinical teaching centre for undergraduate orthoptic students across the UK

- Clinical teaching centre for a diverse group of medical specialists and undergraduate students

[Images and logos]

http://careers.nhslothian.scot.nhs.uk
- Tertiary referral site for Fife, West Lothian and Borders.
- Pre-school vision screening Lothian wide to an area of 9,800 pre-school children on an annual basis

## 6. KEY RESULT AREAS

- To perform unsupervised visual field tests for patients with glaucoma following departmental competency based procedures and protocols
- Use the manual Goldmann Perimeter/Octopus 900 for all neurological cases under direction from appropriately qualified staff
- To recognise and rectify situations and artefacts that may affect the validity of visual field test results.
- Accurate measurement and competency based visual acuity testing in pre-school children and adults, taking into account of age and co-operation of Visual Acuity, near and distance. Tonometry (measuring pressure of eye), Visual Fields (peripheral vision) of outpatients within Glaucoma, Neurology and General Ophthalmic clinics. Frequent use of complex equipment, which requires high motor skills and good hand-eye co-ordination. These duties carried out in order to assist in the diagnosis and subsequent treatment of those patients presenting with suspected/evident glaucoma or neurological condition.
- Decide on selection of particular fields equipment to be used appropriate to the patient’s ophthalmic or medical condition, age and ability in order to produce good record of patient’s ocular state.
- To independently provide a clinical technical service to patients, using agreed procedures and protocols, with guidance from qualified orthoptic staff (as required)
- To maintain the comfort and dignity of patients at all times
- To undertake a range of testing including measurement of strength of glasses required using manual focimetry before testing starts, Lees /Hess tests, perform fields of BSV / uniocular field of fixation etc.
- To accurately record, in line with NHS Lothian policies, and file results in the patient’s medical records
- To communicate effectively with patients and carers who may be anxious, upset and
occasionally verbally aggressive or may have infectious conditions such as conjunctivitis

- To plan, prioritise and time manage clinic caseload under guidance of Orthoptic staff
- To take responsibility for the safe daily use and maintenance of orthoptic equipment ensuring it is well maintained and to inform Orthoptic staff when checks / repairs are needed
- To fit fresnel prisms as prescribed by the Orthoptist
- Comply with local infection and prevention control procedures
- To provide support for Orthoptic staff in the delivery of the pre-school vision screening programme as required
- Recognise limits of practice and when to refer on to other members of the Orthoptic team
- Monitor and order stocks and supplies via appropriate systems
- Take part in discussions relating to departmental working practices, be involved in the design and review of departmental policies and service improvements
- Participate in clinical research / audit as required
- Be aware of hospital and Clinical Group policies and procedures and work accordingly.

7a. EQUIPMENT

The post holder will be responsible for the calibration and safe and correct use of clinical equipment and for cleaning and storing equipment correctly.

*Binocular vision*
- Lees screen
- A marc perimeter

*Optical*
- Temporary fresnel prisms (diagnostic)
- Focimeter
- Spherical and cylindrical lenses

*Visual Fields*
- Goldmann perimeter (manually operated)
- Humphrey automated field analyser

Visual Acuity Tests

http://careers.nhslothian.scot.nhs.uk
Post holder is required to manage allocated work using IT systems.

7b. SYSTEMS

Information Technology

- Microsoft Office (e.g. Word and Excel packages)
- Maintenance of patient records
- Internet and Intranet – subject to NHS Lothian Acceptable Use Policies
- Trak – patient clinic appointments and investigations

Medical records

- The post holder will comply with the Data Protection Act and relevant local policies regarding confidentiality.

8. ASSIGNMENT AND REVIEW OF WORK

This post is not directly, clinically supervised to allow for autonomous working, though regular meetings with Orthoptic Team and Consultant Ophthalmologists ensure that joint guidelines and policies are developed and adhered to.

Regular meetings with departmental team for discussion, sharing ideas, etc. Performance appraisal carried out with Lead Orthoptist annually with competency based protocols for staff reviewed every 2 years.

Clinical work comes from pre-school vision screening programme and referrals to department.

9. DECISIONS AND JUDGEMENTS

The post holder will work within clearly defined guidelines and protocols and will require to exercise analysis and judgement in clinical situations such as deciding on an appropriate visual field test based on patients age and condition.

Prioritisation of workload

Appropriate response to enquiries or events

Using knowledge of systems and environment to make decisions required to carry out duties.
10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Having excellent communication skills required to motivate and instruct patients to perform tests accurately
The ability to maintain concentration despite interruptions during clinical assessment and administrative duties
Conflicting demands on job holders time when additional patients need to be assessed or ambulance patients arrive late/early
Communicating with patients who have significant barriers to understanding instructions.
Accomplishing pre school vision screening targets set by the Lead Orthoptist, whilst being constrained by nursery and Orthoptic timetables.
Prioritising a range of duties in line with the needs of the service
The job holder must reprioritise workload when unforeseen circumstances arise.

11. COMMUNICATIONS AND RELATIONSHIPS

Encouraging and reassuring patients to co-operate with testing in order to elicit accurate technical information leading to diagnosis and management.
Giving clear instruction in order to elicit correct information from those patients with e.g. hearing impairment or degenerative disorders in a sensitive manner.
Liaise and co-operate with Ophthalmologists, Optometrists, Nurses, A & C and AHP staff groups, nurseries and other outside bodies as and when required for the benefit of the patient.
Establish and maintain good working relationships with patients and colleagues within and out with the Division.
Clinical teaching/demonstration of various tests to pre-registration optometrists, nurses, medical students and junior doctors attending department on a regular basis.
Delivering teaching sessions to nursing or junior medical staff on an ad hoc basis.
Assisting with departmental induction and educating new staff on field tests and departmental policies and procedures
Communicating with patients who have significant barriers to understanding instructions.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills:
- Measurement of visual acuity (near and distance)
- Tonometry which requires a high degree of manual dexterity
- Visual Fields
- High motor skills and good hand-eye co-ordination

Physical Demands:
- Manual handling
- Transporting patients throughout department
- Transporting patient case notes.
- Working in darkened environment
- Preparation of patients for measurement and tests.

**Mental Demands:**
- Encouraging and reassuring mainly elderly patients to co-operate with testing in order to elicit accurate technical information.
- Giving clear instruction in order to gain correct information from patients, plus maintaining this throughout test.

**Emotional Demands:**
- Meeting patients and relatives needs and expectations
- Meeting needs of all the disciplinary team
- Working in busy departments
- Dealing with worried patients and relatives.

**Working Conditions:**
- For the most part of the working day working in a darkened environment
- Exposure to body fluids
- Occasional aggression from patients e.g. in cases of confusion

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Good general education with bias towards the sciences to SVQ3 or equivalent acquired through training or experience
Good interpersonal relationships with patients/carers and the multidisciplinary team.
Experience of dealing with the public advantageous.
A mature outlook and an ability to empathise.
Ability to work across a number of acute and community sites
Good IT skills desirable

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature:  
Date:  

Head of Department Signature:  
Date:  

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Section 4: NHS Lothian Values into Action

NHS Lothian is determined to improve the way their staff works so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

Our Values are:

- Quality
- Dignity and Respect
- Care and Compassion
- Openness, Honesty and Responsibility
- Teamwork

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

More information on Our Values can be found by clicking on the link at the bottom of our Careers website front page: www.careers.nhslothian.scot.nhs.uk

Section 5: General Information for Candidates

Data Protection Act 1998

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to the Human Resource staff.

Counter Fraud

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian’s intranet (Counter-Fraud and Theft page) and further information is available on the Audit Scotland website: wwwaudit-scotland.gov.uk/
References

All jobs are only offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer, or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

Disclosure Scotland

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules which can be found on the Home Office website: www.gov.uk/government/organisations/uk-visas-and-immigration or visit our Careers website: www.careers.nhslothian.scot.nhs.uk/Careers/OverseasWorkers/Pages/default.aspx

Overseas Registration and Qualifications

NHS Lothian will check you have the necessary professional registration, where appropriate. If you require a qualification for this role but are not regulated by a professional body (e.g. NMC, GMC, HCPC etc), you will need to provide an official translation, notarised by a solicitor, of your overseas qualifications to be checked by the recruiting manager. Please ensure that this is available before applying for this post.

Job Interview Guarantee Scheme

As a Disability Symbol user we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

Terms and Conditions

For an overview of our Agenda for Change terms and conditions please click on this link: www.msg.scot.nhs.uk/pay/agenda-for-change

Travel Expenses

Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair.

http://careers.nhslothian.scot.nhs.uk
Application Form Completion

The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for. (7500 is the character limit for statement in support of application.)

Once in receipt of the application pack it is essential to read both the job description and person specification to gain a full understanding of what the job entails and the minimum criteria required.

Please note for equal opportunity purposes NHS Lothian do not accept CV’s as a form of application.

For general help and advice on how to complete an application form please visit our careers website:
www.careers.nhslothian.scot.nhs.uk/HelpAndAdvice/ApplyingForPosts/Pages/default.aspx

Section 6: Working in Edinburgh and the Lothians

NHS Lothian offers excellent career prospects and a wide range of job opportunities for potential employees. It employs approximately 24,000 staff and offers training and development opportunities as well as excellent staff benefits.

The information provided below aims to help support and guide both prospective applicants and new employees unfamiliar with Edinburgh and the Lothians.

Edinburgh and the Lothians

Edinburgh and the Lothians are on the eastern side of Scotland’s central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East, Mid and West Lothian.

NHS Lothian serves a population of approximately 850,000 people living in and around Edinburgh, Scotland’s historic capital city. The geographical area known as Lothian region covers 700 square miles, comprising the City of Edinburgh, Midlothian, East Lothian and West Lothian.

It is a region of exceptional beauty and contrast, from the splendour of Edinburgh to the beauty and variety of the hills, countryside and coastline. The nearest major town outside of Edinburgh is Livingston, a thriving location in the heart of West Lothian. As well as many sites of historic interest, the region boasts a host of recreational activities for all ages.

http://careers.nhslothian.scot.nhs.uk
Section 7: Workplace Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce which will enable us to make comparisons locally, regionally and nationally.

Section 8: Equal Opportunities Policy Statement

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed on our careers website: www.careers.nhslothian.scot.nhs.uk/AboutNHSLothian/EqualOpportunities/Pages/default.aspx

Section 9: Code of Conduct for Healthcare Support Workers

If this post is a healthcare support worker position the post holder will need to follow the Code of Conduct for Healthcare Support Workers.
A Healthcare Support Worker is defined as any healthcare worker working within NHS Scotland who is not currently statutorily regulated or in a role that has been recommended for statutory regulation by the Government.

The Code of Conduct sets the standard of conduct expected of healthcare support workers and adult social care workers. It outlines the behaviour and attitudes that you should expect to experience from those workers signed up to the code. It helps them to provide safe, compassionate care and support.